



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Job Description

POSITION: Coordinated Service Team and Brighter Futures Initiative Coordinator

LOCATION: Family/Human Services Division

SALARY: \$16.00 per hour 40 hours per week

SUPERVISOR: Red Cliff Family/Human Service Division Administrator

THIS IS A REGULAR FULL-TIME NON EXEMPT POSITION

JOB SUMMARY: The Project Coordinator has the responsibility to oversee the Red Cliff Coordinated services program as well as the Brighter Futures Initiative. This will include recruiting, developing and facilitating the Coordinating Committee, case management, and facilitating family team meetings. The Coordinator will also work as a team with other coordinators to implement 4 evidence based curriculum to youth ages 8-18 through group activity.

DUTIES AND RESPONSIBILITIES:

1. Work with Coordinating committee and other interested entities to bring together program policies and procedures/referral processes/collaborative involvement active efforts/which will build the CST Program and process for the Red Cliff Band.
2. Facilitate public education and awareness of issues and programming for families with children who have multiple needs through community forums and media announcements.
3. Together with team partners, conduct a comprehensive and multidimensional summary of strengths and needs of the family by administering a CANS, schedule and facilitate team meetings to complete the summary of strengths and needs and review the results. Ensure completion of all paperwork relevant to this child and their program eligibility.
4. Develop the plan of care, specifically outlining each team members responsibility, timeline for accomplishment and outcome expectations, schedule and facilitate team meetings, ensure the development of a safety plan for each child to address potential crisis situations at home, in the community and at school, ensure completion of plan of care paperwork.
5. Project coordinators to implement projects in youth ages 8-18 using evidence based curriculum focusing on anti-bullying, teen pregnancy prevention, life skills enhancement and alcohol and other drug dependency prevention.
6. Ensure completion of all necessary data collection, data entry and reporting as required by Supervisor and granting agency.

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SUPERVISORY AUTHORITY: Team leader to the Brighter Futures Initiative project coordinators

KNOWLEDGE: Knowledge of the unique culture of Red Cliff and extended family system.

QUALIFICATIONS:

1. An Associate's Degree in Human Services preferred or at least one year of Coursework toward a human services degree and two years working with children and families providing case management and resource coordination of services.
2. Must have a valid driver's licenses, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Individual will have daily contact with other tribal staff and outside agencies (School, County, State) staff as required, as well as contact with youth and family and family teams.

PHYSICAL REQUIREMENTS: Individual should be in fair physical condition, be able to function normally at an office and also be able to do home visits. Some bending, lifting and possibly carrying objects less than 25 pounds may be a part of daily work.

WORK ENVIRONMENT: This staff will spend time in an office, in the client's homes, at the homes of other tribal, county staff and in meetings and conferences. All tribal buildings are smoke free.

TRAVEL REQUIREMENTS: Travel to training, to homes of clients, to school meetings, to coordinating committee meetings and other local and regional travel will need to occur. Will be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

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Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING: October 4, 2017

DEADLINE: October 18, 2017 @ 4:00 pm

FOR FURTHER INFORMATION CONTACT:

Red Cliff Tribal Administration Building

88455 Pike Rd

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

715-779-3700 Ext 4268

This job description is subject to change at employer's discretion, after consultation with the employee.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the Caregiver background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

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1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.

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